

Activity 2: Confidential Observation Log

This confidential activity represents a way to work on your own professional development. In the columns below, make short notes on behaviors (including verbal and text communication) you observe in your work environment. Include your own “near misses” if any occur. Do not identify the persons observed, or any specifics of the interactions. See the example below.

Note: You will not be asked to share this information with anyone.

Use this key (letters A – D) to make notes on the type of behavior observed:

- A. Avoid clearly discriminatory or intolerant behavior.
- B. Respect the unique perspective and knowledge each person has to offer.
- C. Act in ways that build people up, not tear them down.
- D. Let go of the belief that your way is always right.

In Meetings		
Type (A-D)	Behavior	Possible impacts
B	Manager criticized work product in front of others	Loss of effort and creativity
In Emails, Texts or Social Media		
Type (A-D)	Behavior	Possible impacts
In Office Interactions (various)		
Type (A-D)	Behavior	Possible impacts
In Telephone Conversations		
Type (A-D)	Behavior	Possible impacts

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- C. Act in ways that build people up, not tear them down.
- D. Let go of the belief that your way is always right.

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